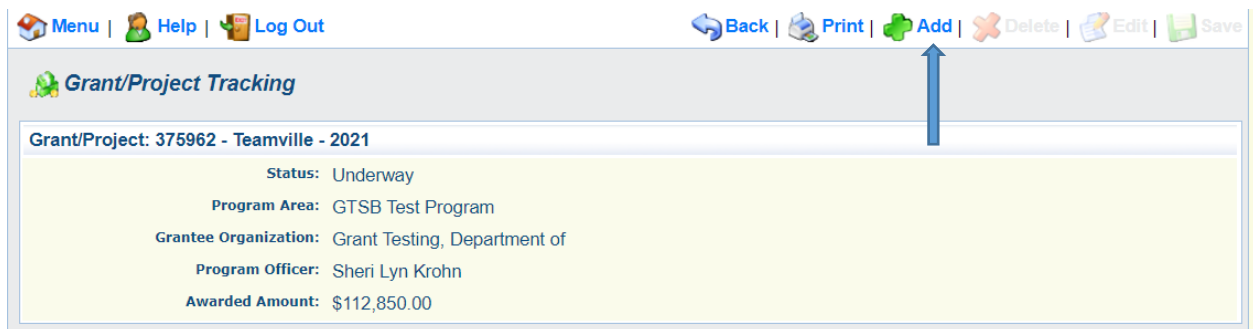


How to submit a **NIGHT TIME SEAT BELT ACTIVITY REPORT** in Iowa Grants

- Go to www.iowagrants.gov and log in
- Click on **My Grants** and then select grant for current fiscal year
- Click on **Status Reports**
- Click on **Add** at the top of the page



Menu | Help | Log Out

Back | Print | Add | Delete | Edit | Save

Grant/Project Tracking

Grant/Project: 375962 - Teamville - 2021

Status: Underway

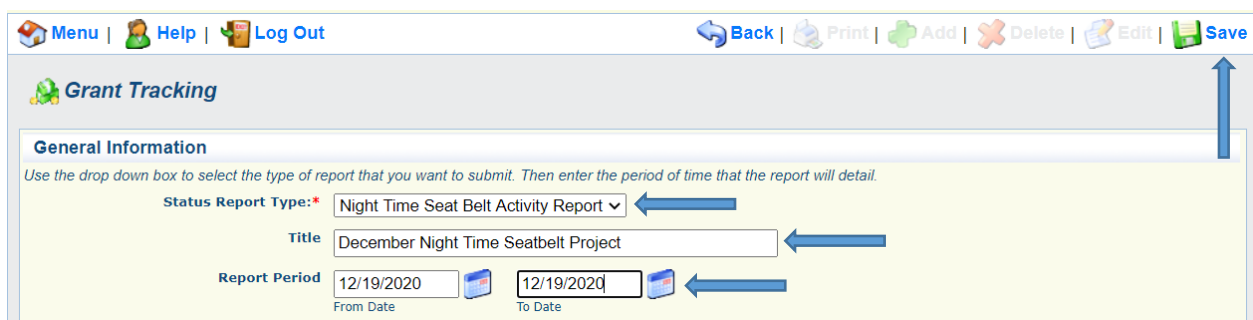
Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Officer: Sheri Lyn Krohn

Awarded Amount: \$112,850.00

- Select **Night Time Seat Belt Activity Report** from the Status Report Type drop down menu
- For the **Title Field**, enter the month you conducted the project followed by the words “Night Time Seatbelt Project”
- Click on the calendar icons to enter the project start and end dates in the **Report Period** fields
- Click **Save** in upper right corner



Menu | Help | Log Out

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Grant Tracking

General Information

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

Status Report Type:* Night Time Seat Belt Activity Report

Title December Night Time Seatbelt Project

Report Period 12/19/2020 12/19/2020

From Date To Date

- Click **Return to Components**

General Information

Return to Components

Use the drop down box to select the type of report that you want to submit. Then enter the period of time that the report will detail.

ID: 377739

Status Report Status: Editing

Due Date:

Status Report Type:* Night Time Seat Belt Activity Report

Title December Night Time Seatbelt Project

Report Period 12/19/2020 12/19/2020
From Date To Date

- Click on **Night Time Seat Belt Activity Report** in the table

Status Report: 373742 - 22

Grant: 373742-Des Moines PD 2021 Tester

Status: Editing

Program Area: GTSB Test Program

Grantee Organization: Grant Testing, Department of

Program Manager: Regina Sterbenz

Components

Preview | Submit

Complete each component of the status report and mark it as complete. Click Submit when you are done.

Name	Complete?	Last Edited
General Information	✓	10/02/2020
Night Time Seat Belt Activity Report		

- Select the month in which you conducted your project from the Night Time Seat Belt Activity Report drop down menu
- Click on the calendar icon to select the date in which you conducted your project
- Enter your project start and end times
- Enter the total project hours
- Enter the total number of officers participating in the project from the hosting agency. If the host agency had a total of 5 officers working the project, 3 on GTSB OT and 2 on their regular shift helping with the project, the number for this field is 5.
- Answer the required question regarding the project being multi-jurisdictional. If you mark NO for the required question, the next two questions will not appear. If you answer YES, proceed to answer the next two questions.
- The last required question is asking about the total number of GTSB OT you are requesting for your night time seat belt project. If we use the example above, that there were a total of 5

officers that worked the project, but only 3 of them were on GTSB OT and worked the entire 2 hour project, the number for this field is 6 hours (3 GTSB OT officers x 2 hour project).

Night Time Seat Belt Activity Report

Please select the month you are reporting

Night Time Seat Belt Activity Report* December

Date of Project* 12/19/2020

Project Start time* 1200
Enter the project start time in military hours.

Project End time* 1400
Enter the project end time in military hours.

Total Project Hours* 2
Enter the total number of hours the project was worked.

of Officers Participating - Hosting Agency Only*

Is this a multi-jurisdictional project?* ☒ Yes ☐ No

Total # of Officers Participating - All Agencies

Other Agencies Participating

GTSB Night Time Seat Belt Enforcement Overtime* 0
Please enter the number of GTSB Night Time Seat Belt Enforcement Overtime hours being requested for reimbursement.

These questions will only appear if you answered YES to multi-jurisdictional above.

- The next section is where you will be filling in your contacts per category
- To begin, click in the first text field, enter number of contacts for Seat Belt Violation CITATIONS (even if it is zero) and then hit TAB
- Next enter the number of contacts for Seat Belt Violation WARNINGS and then hit TAB
- Repeat this process for each of the following sections:

Occupant Protection

Seat Belt Violations

Citations Warnings


Child Restraint Violations

Citations Warnings

Other Violations	
OWI Alcohol Violations	<input type="text"/> <small>Citations</small> <input type="text"/> <small>Warnings</small>
OWI Drug Violations	<input type="text"/> <small>Citations</small> <input type="text"/> <small>Warnings</small>
Speed Violations	<input type="text"/> <small>Citations</small> <input type="text"/> <small>Warnings</small>
Electronic Device Violations	<input type="text"/> <small>Citations</small> <input type="text"/> <small>Warnings</small>
Suspended/Revoked Violations	<input type="text"/> <small>Citations</small> <input type="text"/> <small>Warnings</small>
Other Traffic Violations	<input type="text"/> <small>Citations</small> <input type="text"/> <small>Warnings</small>

Public Information Activities	
<p>Per the category below, enter the number of traffic safety focused public information activities the agency completed this month. This may include a radio interview or PSA, social media posts or shared posts and newsprint.</p> <p>If postings are on multiple social media outlets (such as Twitter, Facebook, Instagram, etc), please be sure to count each traffic safety post. For example, if posting on Facebook and Twitter, count two.</p>	
TV*	<input type="text"/>
Radio*	<input type="text"/>
Print*	<input type="text"/>
Digital*	<input type="text"/>

- Enter your comments, click on **Return to Top**

Comments	
<p>Please note any additional activity or unusual circumstances which occurred this month.</p>	
Comments	<input type="text"/> 
Return to Top	

- Click **Save**

Grant/Project Tracking	
<p>Status Report: 374603 - 01</p> <p>Grant: 374603-Mayberry Police Department</p>	

- Click **Mark as Complete**

Night Time Seat Belt Activity Report	
<p>Please select the month you are reporting</p> <p>Night Time Seat Belt Activity Report* December</p> <p>Date of Project* 12/19/2020</p> <p>Project Start time* 2000</p>	
<p>Mark as Complete Go to Status Report Forms</p>	

- Click **Submit**

Components			Preview Submit
Complete each component of the status report and mark it as complete. Click Submit when you are done.			
Name	Complete?	Last Edited	
General Information	✓	10/09/2020	
Night Time Seat Belt Activity Report	✓	10/09/2020	

- If there are no further edits to this form, click **OK**

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www.iowagrants.gov says

Submitting the Status Report will lock all sections from further editing.
Have you completed all sections? Are you sure you are ready to submit this Status Report?

Once you see the screen below, you will know that your submission was successful and your Program Administrator has been notified of your submission.

Status Report Submitted Confirmation

You have successfully submitted your Status Report with Status Report ID [377557]. Grantor has received your Status Report for evaluation. You can return to the Grant forms by clicking [here](#)